



IDEAL COLLEGE FOR ADVANCED STUDIES
(Affiliated to The University of Calicut)
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POLICY MANUAL

2010



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INTRODUCTION

Ideal College for Advanced Studies was established in the year 2010 By **Ideal Trust**, a professionally managed progressive organization and has been managed by a team of eminent personalities and experts from various fields, who are the soul of the Trust. It is situated at Kadakassery, Malappuram Dist., Kerala.

It is located on sprawling seven acres of land surrounded by green fields and coconut palm grove on all sides. The Institution provides excellent opportunities for learning while providing quality education by employing all modern teaching methods and technologies.

Institution is affiliated to The University of Calicut and approved by AICTE. The institution is a co-educational, non-grant private institution with excellence and leadership in the field of formal education. The Institution helps students to sharpen their minds and discover their innate talents and potential. The Ideal Management and their diligent faculty keep close guard on the functioning of the Institution striving to provide students with the world of education.

The Manual of Ideal College for Advanced Studies defines rules and regulations, tasks and functions necessary for the effective and efficient operations of Ideal Campus. The guidelines in this manual are intended to be as user- friendly as possible to provide insight into Ideal culture and its policies. Every situation is different; however, some circumstances often require individual solutions. This Manual is intended towards it.

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Policy Manual

Ideal College for Advanced Studies

This Manual applies not only to teachers, but to everyone involved in Ideal Family, including Principal, HODs and other staff members. could have an impact on the college atmosphere.

We hope this policy manual serves as a common-sense tool that provides you with help in making Ideal Campus a successful workplace.

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Vision

“ To become a premier institution in empowering the youth
by enriching knowledge for global citizenship”

Mission

To provide a transformative educational experience that enriches intellectual growth, critical thinking and ethical leadership.

To support creative and inclusive community that values diversity and encourages active engagement with the world.

To provide comprehensive programs and partnerships and empower individuals to achieve excellence, embrace cultural understanding.

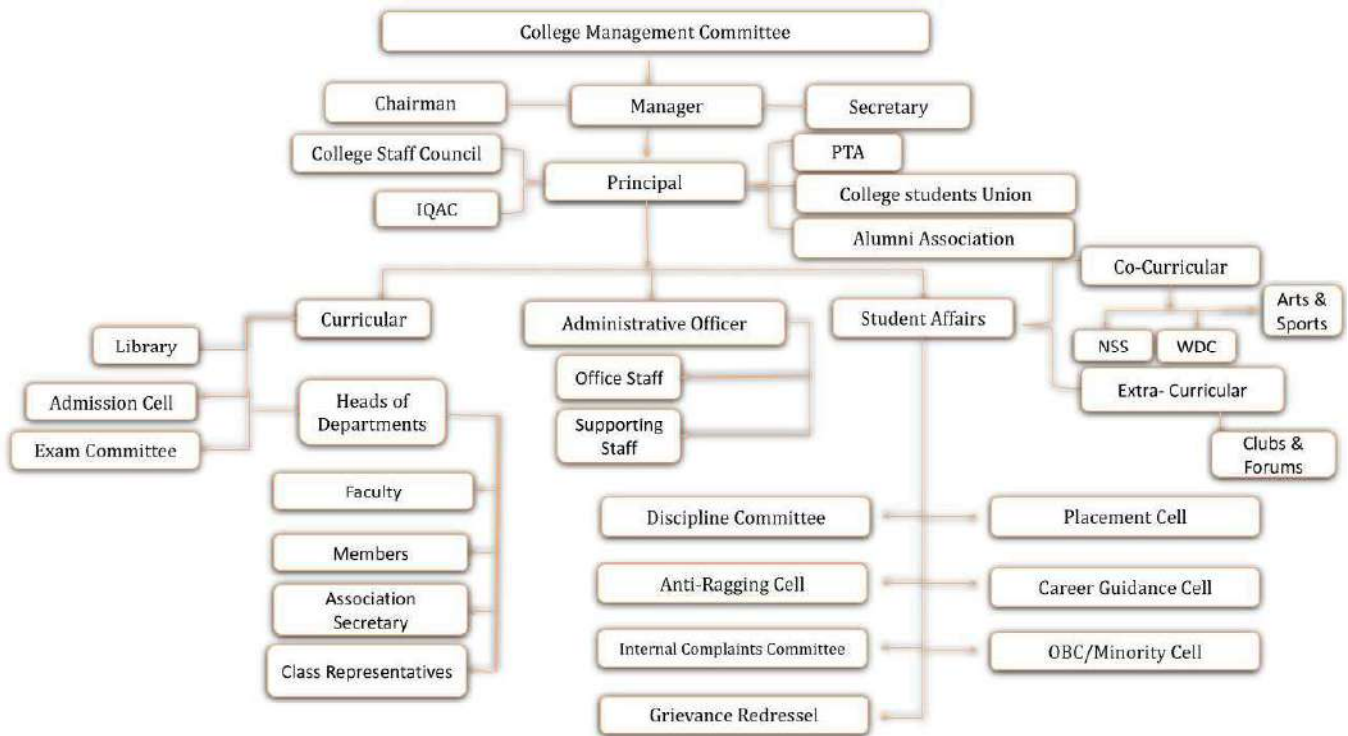
To educate the youth to become global citizens dedicated to make positive impact in the society.

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1.1 EMPLOYEES RIGHT

- 1.1.1 Right to work in a positive atmosphere for learning and teaching.
- 1.1.2 Right to freedom of expressing feelings, opinions and suggestions with regard to educational concerns.
- 1.1.3 Right to freedom from harassment and discrimination.
- 1.1.4 Right to enjoy a working environment free from verbal or physical threats and abuse.
- 1.1.5 Right to get salary on or before 30th every month.
- 1.1.6 Right to participate in general staff meetings and their own section meetings.
- 1.1.7 Right to get job confirmation after successful completion of the one year probation period as per contract.
- 1.1.8 Right to be enrolled in Employees Provident Fund scheme after job confirmation.
- 1.1.9 Right to receive all the allowances and privileges provided in Ideal campus without any discrimination.
- 1.1.10 Right to freedom of religion.
- 1.1.11 Right to receive support on the enforcement of student discipline defined by the rules and regulation strategies of Ideal Campus.
- 1.1.12 Right to get appointment order before the proposed date of joining for duties.
- 1.1.13 Right to get salary details at the time of appointment.
- 1.1.14 Right to file appeals and grievances.
- 1.1.15 Right to resign by informing the Principal before two months.
- 1.1.16 Right to use library, labs and other available facilities of Ideal campus for learning and teaching purposes.
- 1.1.17 Right to meet Academic Director or other higher authorities of the college management in times of emergency.
- 1.1.18 Right to freedom from unreasonable punishment.
- 1.1.19 Right to take leave for exact reasons with prior permission from authorized authorities only for limited duration.

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- 1.1.20 Right to confidentiality of accessing employees records.
- 1.1.21 Right to all legalized human rights recommended by the National and State Human Right Commissions.

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2. RESPONSIBILITIES AND AUTHORITY

Everyone has the responsibility to promote a safe Learning environment and should be aware of their rights for protecting their rights and the rights of others. The fact that insults, distressing behavior and lack of. All members of the Ideal family are to be treated with respect and dignity. Everyone has a responsibility to resolve conflicts in a way without violence. One should always pay heed to the fact that insults, disrespect for others and distressing actions will disrupt the process of learning and teaching in our campus.

- All staff members must :
 - Respect and follow all applicable laws.
 - Demonstrate honesty and integrity.
 - Respect differences in people and opinion.
 - Treat one another with dignity and respect at all times, especially when there is a disagreement
 - Respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, religion, gender, age or disability.
 - Respect the rights of others.
 - Show care and respect for school/college property and the property of others.
 - Take proper steps to help those in need
 - Respect all members of the school/college community, especially those in a position of authority.
 - Respect the need of others to work in an environment that encourages learning and teaching.

- Employees members must not :
 - Engage in any form of bullying, whether it is in person or through technology like social networking sites, email, SMS... etc.
 - Commit sexual assault

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- Commit robbery
- Be in possession of a weapon or any object to threaten another person
- Injure anyone with an object
- Commit any act that causes extensive damage to school property.

2.1 IDEAL TRUST MANAGEMENT

The Manager is the sole authority to handle all the duties, responsibilities and issues of Ideal International Institute of Education on behalf of the Management (*Ideal Trust*).

The important responsibilities of the Management are described below.

- 2.1.1** Ultimate responsibility for the quality of educational service and quality management system
- 2.1.2** Responsible for actively taking part in the organizational activities of the Institution.
- 2.1.3** Responsible for formulating and communicating the Quality policy and Quality objectives of the Institution, covering the quality of the education and service provided to students.
- 2.1.4** Overall control of the financial function of the Institution.
- 2.1.5** Approval of vision of the College.
- 2.1.6** Establishing and maintaining the college' infrastructure.
- 2.1.7** Setting plans and policies for future.
- 2.1.8** Overall responsibility for recruitment/inducting quality oriented personnel against the nature of job, including Principal, which would affect the quality of service provided to the customers.
- 2.1.9** Development and approval of new courses.
- 2.1.10** Responsible for identifying training needs of Principal and Management representative, whose work affects the quality of services
- 2.1.11** Overall responsibility for providing resources viz. human, infrastructure, other facilities and suitable environment for teaching-learning process.
- 2.1.12** Managing employment issues including staff salary policy and staff conduct, discipline and grievance procedures.

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- 2.1.13 Promoting a good relationship between the Ideal Institutions and Kadakassery village.
- 2.1.14 Authority to accept or reject resignations of staff in Ideal institutions.
- 2.1.15 To make the necessary arrangements and participate in all meetings related to ideal Institutions
- 2.1.16 .Handle all the important issues related to Ideal Institutions.
- 2.1.17 Represent school/college management in public or special meeting related to Ideal Institutions.
- 2.1.18 Responsible for formulating and communicating the Quality Policy, Vision and Mission of the Institution, covering the equality of the service provided to the customers.
- 2.1.19 Act as a media spokesperson on behalf of the Ideal trust and address questions and complaints.

2.1 ACADEMIC DIRECTOR

- 2.1.1 Create a hospitable climate for proper education.
- 2.1.2 Development and approval of new programmes and Activities.
- 2.1.3 Responsible for identifying the needs for training of Ideal staff members
- 2.1.4 Responsible for taking all measures to ensure that the learning environment is safe for students.
- 2.1.5 Interview and recruit teachers for various departments.
- 2.1.6 Discuss with Principals/HODs to select best staff and students for the yearly awards.
- 2.1.7 Plan and convene staff meetings.
- 2.1.8 Plan schedules and resources for all academic and non-academic activities.
- 2.1.9 Develop educational process and policies to meet with the curriculum goals.
- 2.1.10 Develop unique and interactive educational programs for students.

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- 2.1.11 Schedule & coordinate regular meetings with Principals and HODs
- 2.1.12 Maintain the highest standards in academic administration activities and functions.
- 2.1.13 Monitor and evaluate all the functions and activities in the Campus.
- 2.1.14 Authority of sanctioning Leaves to Principals and HODs

2.2 PRINCIPAL /HEAD OF THE DEPARTMENT

- 2.2.1 Principal is responsible for the provision of quality education for all Students in his/her department.
- 2.2.2 In fulfilling his/her responsibility for the leadership and management of staff in college, including dealing with instances of inefficiency, principals have a particular responsibility to:
 - i. Adhere to the policies set by Ideal Trust.
 - ii. Monitor the performance of teaching staff and provide appropriate feedback; Ensure that teaching staff, whose efficiency is of concern, receive guidance and support through a formal negotiated and documented program of assistance and, where there is no improvement, through an improvement program;
 - iii. Properly inform teaching staff about these procedures and timelines and of any statements or decisions arising from the procedures which affect them;
 - iv. Ensure that teaching staff have the opportunity to respond to statements or decisions arising from the procedures and properly consider such responses; and prepare all relevant documentation and report, as appropriate, to the Academic director on a teacher's efficiency.
 - v. Provide curriculum and managerial leadership assistance to the college.
 - vi. Provide schedules to Vice Principal in advance for the implementation of the curriculum.
 - vii. Check the topics in relation to the syllabus and advising the Head



departments for continuous improvements.

- viii.** Prepare a report on the performance of the students, teachers, Head of departments once a year.
- ix.** Monitoring and implementation of suitable programmes/plan to improve student performance
- x.** Encourage teachers to conduct remedial programs for slow and weak learners.
- xi.** Attend coordination meeting
- xii.** Analyze student performance in every term and identifying the required improvements and inform the Vice Principal.

2.2.3 Maintain the highest standard in academic and teaching processes.

2.2.4 Develop recruitment strategies to hire the best teaching staff.

2.2.5 Observation of the entire functioning of the school and Provide guidance to staff in their day to day activities.

2.2.6 Monitor and evaluate the existing learning and teaching methods in the campus

2.2.7 Set strategies in academic functions to achieve the desired educational goals and objectives

2.2.8 Develop and initiate plans to improve the academic integrity and quality of education in the campus.

2.2.9 Set and establish academic goals for the department to achieve.

2.2.10 Conduct research on new trends in academic initiatives and implement.

2.2.11 Maintain the manage inventory of books, educational materials and supplies.

2.2.12 Integrate best practices in teaching methodologies.

2.2.13 Provide training to teachers for Exceptional teaching.

2.2.14 Overall charge of the specified section.

2.2.15 Responsible for collection and preservation of certificates of students and staff.

2.2.16 Organizing departmental activities with the help of subordinates.

2.2.17 Organizing the lab, activities, as applicable, with the help of the teacher in charge.

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- 2.2.18 Responsible for conducting division staff meeting and maintenance of records.
- 2.2.19 Responsible for the issue of transfer certificates.
- 2.2.20 Responsible for reviewing the Teaching Note and approving the same periodically.
- 2.2.21 Responsible for maintaining stock registers.
- 2.2.22 Overall maintenance of the discipline of the division.
- 2.2.23 Active participation in Principal/HOD meeting and authorized to implement corrective measures as discussed in Management Review Meetings.
- 2.2.24 Responsible for clarifying doubts of any type of a staff / student in the section.
- 2.2.25 Responsible in preparing the Timetables.
- 2.2.26 Responsible for taking corrective and preventive action for feedback obtained from students.
- 2.2.27 Responsible for implementing change in teaching process with regard to any change in syllabus or related activities.
- 2.2.28 Responsible for the maintenance of common equipment and cleanliness of their section and its premises.
- 2.2.29 Maintain positive relationships with PTA and Management.
- 2.2.30 Authorized to sanction leave up to three days to the staff of their section.
- 2.2.31 Be in harmony with other sections and co-operate to solve inter - section problems.
- 2.2.32 In charge of the suggestion box of their section.
- 2.2.33 Identifying the unique aptitude of each students in their section and diverting them to concerned authorities.
- 2.2.34 Solving of the problems, appeals and grievances of their staff and students.
- 2.2.35 Monitoring and evaluating of each function and activity of their section.
- 2.2.36 Attending to other functions as assigned by the superiors from time to time.

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2.3 VICE PRINCIPAL

- 2.3.1 Assisting the Principal/HOD in the day to day functions of the college.
- 2.3.2 Checking the attendance registers of staff, co-ordination of Examinations.
- 2.3.3 Assisting in finalization of all scheduled activities.
- 2.3.4 Conducting morning assembly and maintenance of discipline.
- 2.3.5 Class observations as assigned by the Principal.
- 2.3.6 Maintaining day to day record of general supervision of the school.
- 2.3.7 To assist the Principal in matters of academic co-ordination relating to the making of Timetables, co-ordination of staff meetings, scrutinizing pupils' written work and home assignments, timely dispatch of students' progress cards to the parents, etc.
- 2.3.8 To organize the various co-curricular activities of the school including games and physical education.
- 2.3.9 To refurbish college library, lab, teaching aids, etc.
- 2.3.10 To assist the Principal in the purchase of books and journals for library and apposite equipment for laboratories.

2.4 TEACHERS

- 2.4.1 Help students work to their full potential and develop their self –worth.
- 2.4.2 Empower students to be positive leaders in their classroom, college and community
- 2.4.3 Communicate regularly with parents on important issues.
- 2.4.4 Maintain consistent standards of behavior for all students
- 2.4.5 Show respect for all students, staff, parents, and other staff members of the Institution
- 2.4.6 Inform parents/guardians of student progress, behavior and attendance.
- 2.4.7 Refer students to other staff or programs according to their potential.
- 2.4.8 Increase student's participation in co-curricular activities to develop their skills.

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- 2.4.9** Maintain accurate students' records.
- 2.4.10** Supervise students in the school building and grounds in accordance with rules and regulation of the Ideal institutions.
- 2.4.11** Respect and safeguard the confidentiality of students, parents, and staff
- 2.4.12** Ensure students' health, safety, and welfare.
- 2.4.13** Responsible to conduct classes, teaching the subject allotted as per the timetable given to them.
- 2.4.14** Responsible to complete the syllabus within the prescribed time frame.
- 2.4.15** Conducting regular class tests, performance tests and Model exam.
- 2.4.16** Responsible to carryout and maintain Teaching Notes and Teacher's Diary
- 2.4.17** To ensure discipline among students.
- 2.4.18** As Class Teacher, they shall counsel the students at least once in a month to identify weak students in studies and if necessary arrange special coaching to them.
- 2.4.19** Responsible to perform their duties effectively
- 2.4.20** Class Teachers should make provisions for counseling the students at least once in a month to identify learning difficulties and arrange special classes if necessary.
- 2.4.21** Should take the Responsibility to perform their assigned duties effectively.
- 2.4.22** Class Teachers should maintain the personal history of each student, analyze the test/exam results and submit consolidated statement of analysis to the Head of the section in coordination with the subject teachers.
- 2.4.23** Active participation in staff meetings.
- 2.4.24** Ensure that the material goods in the school are not misused or damaged.
- 2.4.25** Should maintain physical distance from students.

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2.5 LIBRARIAN

- 2.5.1 A partner with teaching staff in the education process.
- 2.5.2 Creating a welcoming a warm atmosphere to promote and support reading habits
- 2.5.3 Keeping Books, Newspapers and Records in the Library in order.
- 2.5.4 List out new books and magazines to be purchased.
- 2.5.5 Effective incorporation of ICT effectively use of ICT in and teaching learning activities.
- 2.5.6 Check books in and out.
- 2.5.7 Prepare and administer library budget.
- 2.5.8 Organizing activities such as acquisition, accession of books and periodicals, updating the stock, arranging in respective racks, issue and control activities in relation to the library.
- 2.5.9 Managing the Library period for students.
- 2.5.10 Periodical stock verification, etc.
- 2.5.11 Making notes and displaying important news, information and articles related to education/the institution and brining the same to the attention of the Academic Director.
- 2.5.12 Books published in relevant school subjects and reference books on education shall be noted and included for purchase with concurrence from the Principal/HOD.
- 2.5.13 Should be willing to perform any other duty assigned by the superiors in times of need.
- 2.5.14 Should emphasis and motivate the students and other staff to read and refer books.

2.6 OFFICE ASSISTANT

- 2.6.1 Receiving Land phone calls of the section.
- 2.6.2 Receipt of Incoming Deliveries from Administrative office (letters, circulars, delivered goods, etc.)
- 2.6.3 Greeting visitors in a pleasant and informed manner.

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2.6.4 Forwarding requests for information and messages to the concerned person.

2.6.5 Distribution of various registers and other communication tools.

2.6.6 In addition to the above, he/she will perform other functions and duties assigned to him/her by the superiors.

2.7 ACCOUNTANT

2.7.1 Assist Manger with the implementation of financial plans, objectives and strategies to contribute to the effective commercial management of the Ideal Institutions.

2.7.2 Assist the Manger with the preparation of the budget

2.7.3 Ensure that expenditure is managed in accordance with budget procedures.

2.7.4 Cash management under the direction of the Manger.

2.7.5 To issue receipts for all payments made by students.

2.7.6 Developed and implement effective cash management

2.7.7 strategies to maximize the college's financial resources.

2.7.8 Supervise the raising of School/College tuition accounts and control collections in a manner designed to reduce the risk of bad debts.

2.7.9 Research financial information for audit purposes and financial reporting.

2.7.10 Analyze financial records and reports and make adjustments as needed.

2.7.11 Assist principals and administrators on day- to- day financial matters, reports and questions.

2.7.12 Assist auditors in analysis work.

2.7.13 Prepare and enter journals entries which include correcting entries, allocating expenditures, grant related entries, etc.

2.7.14 Assist in year-end closing and audits.

2.7.15 Monitoring, spending and assisting in accurate and timely reimbursements.

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2.8 INTERNAL QUALITY ASSURANCE CELL(IQAC)

- 2.8.1 Plans and organizes regular meetings to evaluate the institution's performance, identify areas for improvement, and develop strategic plans.
- 2.8.2 Ensures careful planning and implementation of the curriculum by working with academic departments to create action plans.
- 2.8.3 Supports faculty involvement in training programs like Faculty Development Programs (FDPs) and other professional development activities.
- 2.8.4 In charge of monitoring the evaluation processes, making sure that departments conduct various internal assessments like seminars, assignments, and oral exams.
- 2.8.5 Encourages departments to host a variety of activities like seminars, workshops, and events to introduce students to the latest information in their fields.
- 2.8.6 Conducts orientation sessions for newly admitted students to undergraduate and postgraduate programs to help them familiarize themselves with the programmes and the institution.
- 2.8.7 Promotes community engagement by encouraging interactions between the institution and various stakeholders such as students, teachers, parents, alumni, and employers.

2.9 HOUSE KEEPING STAFF

- 2.9.1 Maintain all cleaning equipment and materials in a safe and sanitary working condition.
- 2.9.2 Clean corridors, lobbies, stairways, class rooms as well as office rooms.
- 2.9.3 Empty all bins and take to Waste management machinery.
- 2.9.4 Clean all toilets/head basins and replace towels, soap as and when required.
- 2.9.5 Clean all carpeted floors throughout and remove any marks from carpets with carpet cleaner.
- 2.9.6 Wipe down glass surfaces.
- 2.9.7 Clean non- carpeted floors.
- 2.9.8 Obtain cleaning materials when needed from the Custodian.
- 2.9.9 Participate in appropriate in service programmes and workshops
- 2.9.10 Any other responsible task, proposed by the supervisor.

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2.10 SECURITY SUPERVISOR

- 2.10.1 Provide a safe secure environment for students, staff and guests on campus.
- 2.10.2 Establish and maintain good rapport with students, staff and community members.
- 2.10.3 Provide help to create and maintain a good working relationship with the local police and fire and rescue departments.
- 2.10.4 Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations.
- 2.10.5 Regulate student's behavior in the campus, at both entrances, gardens, parking area, playground, fun city and other open areas to ensure the safety and well-being of students and staff and the security of the facility.
- 2.10.6 Detain students suspected of narcotics, tobacco, or alcoholic infractions.
- 2.10.7 Authorized to check ID card of Staff and students.
- 2.10.8 Direct traffic and parking on campus; check vehicles for proper parking authorization; determine if vehicles are parked in restricted areas.
- 2.10.9 Ensure doors/gates are locked and opened at designated times determined by school/college authorities.
- 2.10.10 Supervise and patrol assigned school / college activities.
- 2.10.11 Assist visitors with directions and secure proper identification.
- 2.10.12 Report any discipline violations, unauthorized visitors, and acts of damaging school properties.

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3.SERVICE RULES FOR EMPLOYEES

3.1 APPOINTMENTS

3.1.0 All appointments of all categories shall be made on the basis of Interview through a Selection Committee constituted by Ideal Trust. The Board includes Chairman and Secretary of Ideal Trust, Manager/Academic Director, Senior Principal, Principals/HMs, Subject experts.

3.1.0.1 All the appointments except for part time employees will be on probation for a period of one year.

3.1.0.2 All the candidates shall sign and enter into a service contract with the Ideal Trust at the time of appointment.

3.1.0.3 The candidate has to sign a Bond in a stamp paper worth Rs. 100 stating that he /she would work in the institution for an entire academic year.

3.1.0.4 All the employees including Teaching and Non-teaching Staff will be given a letter of appointment. It will be issued by the Manager of Ideal International Institute of Education

3.1.1 All appointments of all categories shall be made on the basis of Interview through a Selection Committee constituted by Ideal Trust. The Board includes Chairman and Secretary of Ideal Trust, Manager/Academic Director, Principals/HODs, Subject experts.

3.1.2 Every employee is required to produce the following certificates on the time of appointment. (Original certificates will be returned after verification)

3.1.2.1 Original UG/PG/B Ed/TTC/ Diploma certificates

3.1.2.2 Certificate(s) of experience

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- 3.1.2.3 UID details
- 3.1.2.4 Awards and Recognitions
- 3.1.2.5 Two Copies of all the certificates attested by Gazette Officer.

3.2 PROBATION

- 3.2.1 Every employee's initial appointment shall be on probation for a period of two years from the date of his/her joining the duties.
 - 3.2.1.1 Job confirmation will be given only based on the recommendations by Principals/HODs.
 - 3.2.1.2 An employee may be terminated during probation period by the Management without assigning any reason with one month's notice in writing or one month's salary.
 - 3.2.1.3 If an employee desires to be relieved during the period of probation, it will be necessary for him/her to give one month's notice in writing;

3.3 CONFIRMATION

If the work and conduct of the employee during the period of probation are found to be satisfactory, he/she will become eligible for confirmation after the successful completion of the probation.

- 3.3.1 An employee whose job is confirmed is eligible for all the privileges provided by Ideal Trust including Employee's Provident Fund Scheme (As per Provident Fund Act), allowances, and other benefits.
- 3.3.2 The employee shall be informed of his confirmation within one month of the completion of probation period.

3.4 PROMOTION

All categories of employees shall be considered for promotion to a suitable higher position either pay or post wise. The assessment for promotion shall be based on his performance in the past years.

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- 3.4.1 An employee whose job is confirmed is eligible for all the privileges provided by Ideal Trust including Employee's Provident Fund Scheme (As per Provident Fund Act), allowances, and other benefits.
- 3.4.2 The employee who is well experienced from other institutions and the management realizes that he/she is capable of handling higher posts, can be eligible for direct promotions after their Probationary period (If there is vacancy in the Campus). The decision to direct promotion shall be in the sole discretion of the Academic Director of Ideal International Institute of Education.

3.5 SALARY

- 3.5.1 The salary will be fixed by the Management at the time of the appointment.
- 3.5.2 The salary and other dues to employees would be paid through bank account.
- 3.5.3 Salary for the month shall be paid on 25th of every month. If it's a Holiday, the salary shall be remitted on the previous day.
- 3.5.4 Every staff member shall sign a stamped receipt for the same (A quittance Roll) at the Accounts Office of the School.
- 3.5.5 Salary will be provided after the payment of Employment tax in Panchayath and TDS for Income tax. Copy of PAN Card should be submitted by those who are liable to it.

3.5.6 VACATION SALARY

- 3.5.6.1 If the employees are eligible to continue in the coming academic year, Vacation salary will be provided. They should inform the competent authority on or before March 15th, if they wish to continue in the School/College.

3.5.7 ANNUAL INCREMENT

- 3.5.7.1 8% increment of basic salary every year for all employees except Principals/Department Heads.
- 3.5.7.2 10% increment of basic salary every year for Principals/Department Heads.

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3.5.7.3 This increment will be given every year with the salary of June onwards.

3.6 TERMINATION OF SERVICE

- 3.6.1 The Management is fully competent to terminate the services of a regular/confirmed employee, by giving a notice to Employee before two months or with two months' salary.
- 3.6.2 An employee can also be terminated, from the employment of Ideal, in case of abolition of a post due to closing down of any institution, or reduction in the number of sections of a class, or discontinuance of a course/teaching subject, or any other matter related to individual performance of the employee, breach of code of conduct, or anything that goes against the interest of the Management.
- 3.6.3 If a staff member remains absent continuously for a period of 15 days or more without permission or intimation or sanctioned leave, the concerned staff member shall lose his/her Service benefits and his/her name shall be removed from the rolls and records of the Institution

3.7 RESIGNATION

- 3.7.1 If an employee, at any time after confirmation, intends to resign, he/she shall give information letter to Manager before 3 months. Informing period is applicable only for working months, Vacation cannot be included.
- 3.7.2 When a staff member resigns from work, she/he has to complete all the formalities before or on the last day of working. The ID-Card, Library cards, books, equipment.....etc should be returned to their respective departments.
- 3.7.3 He /she has to collect a 'No Due' statement from Departmental Head for getting Experience Certificate and Relieving Order from the Institution.

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- 3.7.4 Relieving letter and Experience Certificate will be issued from Administrative office after all formalities completed.
- 3.7.5 Staff who does not honor their commitment and leave school on false reasons to join other institution may face holding back PF for six months and experience certificate will not be issued.

3.8 STAFF RE-JOINING POLICY

- 3.8.1 The decision to re-admit an employee after resigning for personal reasons shall be in the sole discretion of the Manager of Ideal International Institute of Education. The appointment will be regarded as a new employee with current pay scale. Management reserves the right to consider exceptional cases.

3.9 RETIREMENT

- 3.9.1 Every employee including the Heads of the Ideal Institution shall retire from service on attaining the age of 56 years (as per the state Govt Rules) age of employee shall be determined on the basis of documentary evidence provided by the concerned employee.
- 3.9.2 However if the date for superannuation falls in the middle of the academic year, the concerned employee will retire at the end of the academic year.
- 3.9.3 If the employee has no mental/physical disabilities and his or her services are beneficial to the institution, the management may grant extension for further three years as a parttime or fulltime employee on contract basis or as a visiting Faculty.
- 3.9.4 The college management have the right to recommend for compulsory retirement if an employee is found physically or mentally unfit to carry out his duties. However such employee will be examined by the Medical Officer appointed by the Management and the decision taken by the management will be final and binding after perusal of the recommendation of medical officer.

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3.10 FACULTY DEVELOPMENT POLICY

- 3.10.1 Excel the quality of teaching learning system by enriching the professional excellence of the faculty members.
- 3.10.2 Provide incentives to faculty members for attending Faculty Development Programs outside the institution.
- 3.10.3 Extend the programs organized by the college to the faculty members of the neighboring institutions also.
- 3.10.4 Organize programs on Outcome Based Education, IPR, Research methodology and ICT Enabled teaching
- 3.10.5 Equip the teacher to adopt changes or paradigm shift in teaching learning methodology to face the new challenges due to technological advances.

3.11 BENEFITS AND CONCESSIONS

Every employee including the Heads of Ideal institutions shall retire from service on attaining the age of 56 years (as per State Govt. rules) Age of employee shall be determined on the basis of documentary evidence provided by the concerned employee.

3.11.1 Employees Provident Fund Scheme

- 3.11.1.1** An employee whose job is confirmed shall be entitled to the benefits of Contributory Provident Fund according to the rules of PF Act. It will be provided for those who have a salary of less than 15000.
- 3.11.1.2** Contribution of Management - 12% Basic salary + 1.60% (1.6% = Administrative charges)
- 3.11.1.3** Contribution of the Staff - 12% of Basic Salary
- 3.11.1.4** The total amount shall be deposited in the P F Commissioners' Office at Calicut, in the respective account of each employee.
- 3.11.1.5** If those who are getting the salary above Rs.15000/ want to

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continue their PF, they have to pay Employers and Employees contribution from their salary itself

3.11.2 (Employees' State Insurance) Scheme

3.11.2.1 Employees' State Insurance is a self-financial social security and health insurance scheme for employees. For all employees earning 21000 or less per month as wages, the employer contributes 3.75 percent and employee contributes 0.25 percent, total share 4.0 percent.

3.11.2.2 This fund is managed by the ESI Act 1948, which oversees the provision of medical and cash benefits to the employees and their family through its large network of branch offices, dispensaries and hospitals throughout India.

3.11.3 Medical facility

3.11.3.1 All employees are allowed to get first-aid treatment .

3.11.3.2 However, if any medical emergencies happen in the campus to an ideal staff during performing his/her duty he/she will get treatment from the nearest hospital free of cost. He/she is eligible for medical leave with full payment. Ideal Trust may extend further help in treatment and medication.

3.11.3.3 If any medical injuries happened to any staff member due to his own carelessness or not on duty, they also shall get immediate treatment, but the financial support will not be provided.

3.11.4 Travel policy

3.11.4.1 All Employees are responsible to perform duties assigned by the Manager/Principal/Department Heads at different locations.

3.11.4.2 For such duties, travelling allowance and Night allowance (if applicable) shall be paid to employee at the rate to be decided by the Chief accountant.

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3.11.4.3 Present rate of TA/on side (excluding DA)

100 km -	200 km	:	Rs. 200
200 km -	300 km	:	Rs. 250
300 km -	400 km	:	Rs. 300
Above 400 km		:	Rs. 350

3.11.4.4 **Night Allowance: One day salary/per night** -Such duties shall be counted as official duty, and no compensation in respect of leave shall be permitted.

3.11.4.5 Travelling & accommodation expenses (with tickets/bills) are reimbursable.

3.11.4.6 School transport (if possible) may be provided for staff for official work, field trip etc. transport requisition to be given to the Manager through proper channel in advance to book the school vehicle.

3.11.4.7 Mode of Train Transport (for On Duty only)

Principals, HMs and HODs : 3rd AC Ticket

Other Staff members : Sleeper class Ticket

3.11.4.8 **Calling Taxi- Taxi** facility also can be used by employees with prior permission from Manger. Original bill from the taxi driver should be submitted for reimbursement of the fare.

3.11.4.9 Using Personal Vehicle: In some situations, employees can use their own vehicle (Eg: Car/Bike) for school purposes with prior permission from their HOD/Principal. Fuel charge is reimbursable (by submitting bills only)

3.11.5 Accommodation

3.11.5.1 The employees those who are coming from distant places are eligible for accommodation at the Ideal Campus.

3.11.5.2 But if the authority fails to provide accommodation at Ideal

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campus to any employee, then they will be allowed HRA as to be decided by Manager.

- 3.11.5.3 An employee must take care of the accommodated quarter/room and of cleanliness around it.
- 3.11.5.4 Request for repairs and other maintenances are to be given to the Manager.
- 3.11.5.5 An occupant is responsible for the safety of their belongings during their entire stay in Ideal Campus. So, they are advised to take necessary steps for the security of their belongings.

3.11.6 Staff welfare fund

- 3.11.6.1 The authorities operates a Staff Welfare Fund, where both the staff members and the Trust contribute small sum of money to a welfare fund, which is then used for the common good, to assist staff members during their time of need. It helps the deserved employee at the time of emergencies and other important occasions such as Marriage, House warming Etc.
- 3.11.6.2 It will be provided only after the decision of a welfare fund committee which includes Manager, Principal/HODs, Chief Accountant and Staff Secretary.

3.11.7 Staff welfare loan

- 3.11.7.1 The employees who have completed one year of service in Ideal Campus shall be eligible for this free interest Scheme.
- 3.11.7.2 The employee shall submit an application form to the Manager after countersigned by the Section Head.
- 3.11.7.3 The final decision for sanctioning loan shall be in the sole discretion of the Manager.
- 3.11.7.4 An amount- maximum up to Rs: 25,000/- only will be sanctioned.

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3.11.7.5 As specific percentage of the salary will be credited to the loan amount in every month.

3.11.7.6 Total Loan amount must be closed on or before the 31st day of March (end of academic year)

3.12 WORKING DAYS & WORKING HOURS

3.12.1 Generally, the working days and holidays will be as per State Government rules.

3.12.2 Full working day shall be observed from Monday to Friday.

3.12.3 The teachers are also required to conduct and organize co-curricular programmes and perform other duties even beyond the normal working hours. There shall be no compensation for this in cash or kind.

3.12.4 Working Hours :

Teaching Staff VII - XII : 9.20 a.m. to 3.40 p.m.

Non – Teaching Staff and librarian : 9.00 a.m. to 5.00 p.m.

3.12.5 Also need prior permission to do any work in the campus before 8.00 a.m. and after 6 p.m.

3.12.6 A teacher may be required to work beyond the required time in certain circumstances as determined by the head or Manager.

3.13 ATTENDANCE OF EMPLOYEES

3.13.1 Every employee is expected to be punctual and sign the attendance register on arrival before the working of the institution begins.

3.13.2 An employee who has not signed in the attendance register as above is liable to be considered absent from duty for the date.

3.13.3 The principal shall bring in writing to the notice of the Academic Director

of such absent cases for disciplinary action. Failure will lead to leave/deduction from Salary.

3.13.4 If employee needs to go early in between 1.00 pm & 3.00 p.m. on any day

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leave has to be applied.

3.13.5 Any employee found to be absent during the working hour without prior permission and proper reason, shall be considered absent . Such employee shall also be liable to disciplinary action

3.14 LEAVE RULES

3.14.1 All leave is earned only by duty. Leave cannot be claimed as matter of right. There will be 4 types of leave for the staff members.

3.14.2 Casual Leave

3.14.2.1 Ten days casual leave will be admissible during one academic year

3.14.2.2 Those who have not taken any casual leave will get an amount equal to the salary for those days.

3.14.2.3 Before taking a leave approval must be sought from their higher ups.

3.14.2.4 In case of emergencies, at least intimation is a must.

3.14.3 Medical Leave

3.14.3.1 Medical leave on full pay will be granted for Five days in every academic year.

3.14.3.2 Medical leave must be supported by Medical certificate/prescription from a qualified medical practitioner.

3.14.3.3 It can be combined with other leaves with prior approval from the PRINCIPAL.

3.14.3.4 No consolidated amount will be paid to a staff who has not taken medical leave.

3.14.4 Maternity Leave

3.14.4.1 Sixty days leave with half pay will be admissible as maternity leave to a female staff.

3.14.4.2 The employees who have completed Probation period in Ideal Campus are eligible for this Leave.

3.14.4.3 This leave can be combined with medical leave, if due

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3.14.4.4 Maternity leave application must reach the Manager after countersigned by Principal at least two months before the actual commencement of leave.

3.14.4.5 Maternity leave is admissible two times in the service period of a female staff.

3.14.4.6 The payment will be given at the time of rejoining only.

3.14.5 Granting Leaves

3.14.5.1 All applications for leave should be submitted to the Principal/HODs. The Principal/HOD is permitted to give leave up to three consecutive days. If the applicant needs more than three days, Principal should sent the request to the Manager who will take the final decision.

3.14.5.2 Granting of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Principal/Manager.

3.14.5.3 Merely, applying for leave will not mean sanction, until and unless the sanctioning authority sanctions the leave.

3.14.5.4 Application for leave in writings /digital shall be made in advance.

3.14.5.5 Except in unavoidable circumstances, a letter or a phone message giving reasons should reach the Principal/HOD on the day of absence.

3.14.5.6 Leave without payment (Loss of pay) may be sanctioned in deserving cases

3.14.5.7 Leave of absence without intimating to the office/concerned authorities may lead to salary deduction even if the employee has leave days.

3.14.5.8 No leave will be granted on the day before or after holidays.

3.14.6 Compensatory off

3.14.6.1 If a staff is asked by the management, to perform full-time official duty on a holiday, it will be counted for compensatory leave.

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- 3.14.6.2 Compensatory leave should be taken within one month of allocation or the leave gets lapsed.
- 3.14.6.3 Voluntary work on holidays is not eligible for compensatory off.
- 3.14.6.4 No compensatory off to be given for Principals, HMs and other Department Heads.

3.14.7 Leave on Special Occasions

- 3.14.7.1 All the Teaching and non-teaching Staff shall remain present on school re-open days, closing days and other special event days such as, Sports, Annual Functions, Examination, etc. except under the exceptional circumstances wherein prior permission has been taken from the Principal.
- 3.14.7.2 It is compulsory for all the teaching and non-teaching staff to attend whenever a duty is assigned outside, that is, industrial visits, study tour, Campaigns, Seminars, Extra Curricular Activities, Competitions, Sports, etc., and refusal to attend the same shall amount to misconduct or disobedience of the instruction and shall be liable for disciplinary act.
- 3.14.7.3 Holy day declaring Authorities.

Holidays	Example	Declaring Authority
Public Holidays	All Holidays in the General Calendar	Central & State Governments
Special/Regional Holidays	Flood/Heavy rain/ Religious Festivals/Kalolsavam ... etc.	District Collector/Thahasildar
Special days relating to College	Functions in Ideal Campus/Death of someone etc.	Manager

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3.2 PERMISSION TO HIGHER STUDIES

- 3.2.1 All employees shall be permitted to apply for a part- time course to improve their educational/professional qualification and skills.
- 3.2.2 Staff members desirous of doing Part Time Course shall give a written requisition letter addressed to the concerned Principal/HOD.
- 3.2.3 No employee will get long Leave for doing Full time courses.
- 3.2.4 Any employee desirous of going for Full Time higher studies, can join the course after resignation. After successful completion of the Course, they can also apply for re-appointment. But, the decision to re-admit an employee after resigning shall be on the basis of vacancies available at the time.

3.3 APPLICATION FOR ANOTHER POST

- 3.3.1 Any Staff member can apply for any vacant post in other Institutions of Ideal Campus, in which they are eligible according to the requirements/qualifications. Such applications should be submitted after countersigned by their section Heads. But, the decision to select the employee shall be based on the Judgment of the manager and Principal of concerned section.

3.4 MAINTENANCE OF RECORDS

- 3.4.1 All the employees shall keep and maintain the Registers, documents and other records under their custody.
- 3.4.2 Should maintain the confidentiality of records.

3.5 REIMBURSEMENT OF FUNDS

- 3.5.1 In some situations, the employee may spend money for travelling purposes or purchasing things related to any of the Ideal institution. This amount can be reimbursed on the same day or next day on submission of the original bills to the Chief Accountant.

There will be no reimbursement(s) without the original receipt

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3.6 SERVICE BOOKS AND CONFIDENTIAL RECORDS

- 3.6.1 Service book containing factual records of the employee, salary scale, increments, promotions, leave record, any disciplinary action or reward etc., shall be maintained for each employee on the prescribed book by the Heads of each sections.
- 3.6.2 The Academic Director shall maintain annual confidential roll for every employee including the Heads of the Institutions. The confidential roll will contain assessment of the performance of the employee during the academic year including the results. Confidential rolls for the employees shall be written by the correspondent to Manger. It will be kept confidential.

3.7 CONFIDENTIAL MATTERS

- 3.7.1 A staff member can report any confidential matters regarding any Institution in Ideal Campus to the Manager / Principal/ HOD, either the matter is useful or threat to the institution. Divulging/exposing confidential matters relating to school is breach of Code of Conduct for employees.
- 3.7.2 Teachers must use good judgment when discussing school business, student behavior or achievement. No school employee shall reveal personal information concerning any student, any teacher or the intellectual professional.

3.8 TRANSFER

- 3.8.1 As a part of Disciplinary action or as a part of re-organization of current staff structure of a section, an employee shall be liable to be transferred from one section to another section or one job to another job within the Ideal campus.
- 3.8.2 The terms and conditions to service at transferred section shall automatically become applicable to the employee. The employee shall not be entitled to claim any extra remuneration or any other benefit.

3.9 VOLUNTARY SERVICES BY EMPLOYEES

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3.9.1 All employees are regarded as volunteers of Ideal Campus. For the smooth functioning of Ideal campus, each staff member should come forward voluntarily for taking in-charge of any one of the additional duties such as :

3.9.1.1 Water and Sanitation

3.9.1.2 Discipline

3.9.1.3 Infrastructure

3.9.1.4 Assembly

3.9.1.5 Transportation

3.9.1.6 Campus beautification

3.9.1.7 Program coordination

3.9.1.8 Counseling

3.9.1.9 Examinations

3.9.1.10 Publication of students articles

3.9.1.11 Fee collection

3.9.1.12 Notice Board etc.

3.9.2 The selection of additional duty is considered as one's own choice, but if two persons select the same duty, then random selection (lot method) will be applied.

3.10 STAFF TRAINING

3.10.1 The employee will be required to update knowledge and skills every year by attending different training sessions. Training sessions on Teaching Methodology, Rules and Regulations, Communication Skills, Personality Development, Curriculum and Subject based trainings etc. are conducted by the management.

3.10.1.1 After having identified the training needs of the employees, the Manager/Principal/HOD shall arrange suitable training programs.

3.10.1.2 Classes will be handled by eminent personalities from different field.

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- 3.10.1.3** These may be within school/college hours or on holidays.
- 3.10.1.4** On holiday training programs D.A. will be provided.
- 3.10.1.5** Employee may be required to travel outside of the campus, to attend training programs when necessary.
- 3.10.1.6** When an employee is deputed from school for attending seminars, workshops, conferences, the expenses will be borne by the School Management.

3.11 STAFF MEETING

Generally the staff meetings of Ideal Campus are divided in to four categories. The Manager is the authorized person to call for all the meetings in Ideal Campus except the meeting of Principal/HOD with their supportive staff.

3.11.1 General Staff Meeting

- 3.11.1.1** All the staff members of Ideal Campus should participate in general staff meetings.
- 3.11.1.2** General staff meeting will be conducted on the previous days of closing for vacation and re-opening after vacation (ie: last week of March and Last week of May).
- 3.11.1.3** Meeting will also be conducted on special occasions for the selection of Program Committees and it's conveners for different Programs in the campus.
- 3.11.1.4** Special meetings will be called for discussing of special agendas regarding the Ideal Institutions.
- 3.11.1.5** The meeting will be coordinated by Staff Secretary and presided over by the Senior Principal of the School.
- 3.11.1.6** Staff meeting minute book will be kept with the staff secretary and is available for reference.

3.11.2 Section wise Meetings

- 3.11.2.1** Section wise meeting will be conducted weekly for each section.
- 3.11.2.2** Manager, Principal/HOD of the section, and

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members of the concerned section are the participants of these meetings.

3.11.2.3 It is the venue for evaluating and monitoring the progress of sections and for discussing and solving the problems in the section.

3.11.2.4 The Principal/HOD of the concerned section will preside over the meeting.

3.11.2.5 The minute's book will be kept with the Principal/HM of the concerned section.

3.11.3 HOD Meeting

3.11.3.1 HOD meeting will be held every week (on Thursday).

3.11.3.2 Manager, Principals and Department Heads are the participations of this meeting.

3.11.3.3 It is the venue for monitoring and evaluating the functioning of all the Intuitions in Ideal Campus.

3.11.3.4 Policy formation, Discussion and Decision making on general problems, planning of different Programs..... etc are the main agendas of HOD meetings.

3.11.3.5 The minutes book will be kept with the Manager

3.11.4 Departmental meetings

3.11.4.1 The departmental meetings will be called by Manager for the discussion of special agendas related department.

3.11.4.2 The Manager and other authorized staff of the concerned department only participate in these meetings.

3.11.4.3 It is the venue for evaluating and monitoring their activities, and measuring their progress and solving their problems.

3.11.4.4 The minutes book will be kept with the Head of the concerned section.

3.12 STAFF TOURS

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- 3.12.1 A yearly picnic/excursion of one/two days is arranged by the management for staff members. Expenses for travelling, food, accommodation and other fee shall be borne by the management.
- 3.12.2 A special luxurious tour programme is conducted for Principals, HODs, and other department heads every year. The expenses are borne bear by management.

3.13 CODE OF CONDUCT FOR EMPLOYEES

Every staff member of the school shall be governed by the code of conduct as specified in this clause. Staff members shall be liable to disciplinary action for the breach of any provision of the code of conduct. All staff members are expected to adhere to the following Code of conduct.

- 3.13.1 Habitual late coming, Negligence of duty.
- 3.13.2 Use of abusive language, quarrelsome and riotous behavior.
- 3.13.3 Use of liquor or narcotics on the school premises.
- 3.13.4 Misappropriation of school property or theft or fraud.
- 3.13.5 Cruelty towards any student or any employee of the school
- 3.13.6 Destruction of school records and property.
- 3.13.7 Conviction by a court of law for criminal offence.
- 3.13.8 Possession of weapon, explosives and other objectionable materials in the school premises.
- 3.13.9 Indulging in or encouraging any form of malpractice connected with examination or other school activities.
- 3.13.10 Divulging confidential matters relating to school.
- 3.13.11 Carrying on personal monetary transactions among themselves, with the students and /or with the parents.
- 3.13.12 Taking active part in politics.
- 3.13.13 Propagation of communalism through teaching lessons or allowing any student to indulge in communal activity.
- 3.13.14 Differentiate and identify students with their caste or creed, and also make remarks regarding this

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3.13.15 Sustained negligence in correcting class work or home work of students.

3.13.16 Taking private tuition without the permission of Management.

3.13.17 Organizing or attending any meeting during school hours except when he/she is required or permitted by the Principal to do so.

Giving or accepting any gratification from anybody in cash or any kind.

3.14. Teaching Notes and other resources

i. A teacher shall prepare relevant and adequate teaching notes for his/her work in advance. It is the responsibility of the head of the section to ensure it.

ii. Teaching materials are required for each and every class.

iii. Should prepare in advance.

iv. Teaching materials includes of Handout, Worksheets, Presentations (visual aids), Bristol board, Workbooks, Reading cards, Reference books, Text book, Flash cards, Past papers, Marking schemes and etc.,

3.15 Private Activities during working Hours

3.15.1 No teacher shall trade or transact any private financial business on the school premises.

3.15.2 No teacher shall perform unofficial duties or activities during school hours without permission from the head of his/her institution.

3.15.3 Sexual Violence

3.15.4 No teacher shall engage in private and personal conversation during class period when he/she is expected to teach or to supervise children at work or play.

3.16 NON- DISCRIMINATION

No teacher shall discriminate a student on the grounds of sex, race, age, religion, disability, health status, custom, ethnic origin, background, socio-economic status or misunderstanding with a parent or guardian.

3.17 ROLE MODEL

3.17.1 Teachers shall serve as role models to learners showing high degree of decency in speech, mannerism, discipline, dressing and general

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performance of their roles.

- 3.17.2 Teachers should properly be dressed to portray the dignity of the profession.

3.18 PROPERTY OF THE CAMPUS

3.18.1 A teacher shall not use the property of the Employer without permission from the appropriate authority

3.18.2 No teacher shall use the name or property of the Employer for personal benefit or advantage.

3.19 PARTICIPATION IN POLITICS

Every staff member is entitled to his/her own political opinion and vote at elections to any party. But;

3.19.1 No staff shall bring babies or children under school – going age to school, if there is any emergency situation, a staff can bring her baby with prior permission from concerned Principal/HM.

3.19.2 All types of political propagation or activities are prohibited inside of the campus.

3.19.3 No staff member will be permitted to be an election candidate for any political party.

3.19.4 They can also file appeals regarding suspensions or expulsions or any other disciplinary actions taken against them. The appeal shall be given to further enquiry whether the findings of facts are incorrect and/or the law has been misapplied. The final decision will be taken by a committee constituted by the Manger.

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4. QUALITY POLICY

4.1 Commitment to Excellence:

- Maintain high standards in teaching and learning.
- Continuously enhance subject knowledge and pedagogical skills.

4.2 Professional Development

- Support ongoing professional growth through training, workshops, and research participation.
- Encourage participation in conferences and seminars.

4.3 Students Approach

- Prioritize student needs and development.
- Implement innovative teaching methods to actively engage students.
- Provide personalized support to students.

4.4 Ethical Conduct

- Uphold integrity, professionalism, and inclusivity in all interactions.
- Maintain transparency and fairness in assessment and grading.

4.5 Collaboration and Teamwork

- Foster the sharing of best practices and encourage interdisciplinary collaboration.
- Engage in peer review and mentoring programs.

4.6 Assessment and Feedback

- Use diverse and effective assessment strategies.
- Provide timely, constructive feedback to students for their improvement.

4.7 Adaptability and Innovation

- Integrate new technologies and adapt to emerging educational trends.
- Encourage creativity and experimentation in teaching methods.

4.8 Community Engagement

- Actively engage with the community and promote faculty participation in outreach activities.
- Develop partnerships with local organizations and industries.

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- 4.9 Supportive Environment
- Foster a collaborative and inclusive work environment.
 - Recognize and reward exemplary teaching and contributions.
- 4.10 . Continuous Improvement
- Regularly review and refine teaching practices and policies.
 - Solicit feedback from students and peers for improvement.
- 4.11 Cultural Competence
- Embrace and respect diverse cultural backgrounds.
 - Integrate cultural competence into teaching practices.
- 4.12 Sustainability Awareness
- Promote sustainability and environmental awareness in teaching and campus activities.
 - Incorporate sustainable practices into the curriculums.
- 4.13 Enhancing Institutional Support and Recognition for Faculty
- Faculties' services create a strong bond with institutions, leading to faculty consistency.
 - Meritorious award program to recognize and reward teachers for their excellence and achievements.

5.CONCLUSION

This manual contains with it basic information and guidance for all staff to work in **Ideal College for Advanced Studies** successfully. However, as a staff should be aware of all the information provided in this manual at his/her best in order to be successful. **“The more you aware, the more are capable.”**

“The Ideal Trust Management

Wishing You All

A Very Successful Academic Year”

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